



## **MONTANA EMERGENCY MEDICAL SERVICES FOR CHILDREN (EMSC) CHILD READY MT PROJECT**

### **PEDIATRIC PREPARED AND PEDIATRIC CAPABLE**

#### **Application Instructions**

Follow these instructions to complete the application process:

Request a Montana Pediatric Recognition application packet from the Montana Emergency Medical Services for Children Program, Child Ready MT Project if your facility has not received a copy:

Montana EMS for Children  
1400 Broadway, C314A  
PO Box 202951  
Helena MT 59620  
(406) 444-0901

The application packet will include the following:

- Montana Pediatric Readiness Summary
  - Demographic Information Form (DIF)
  - Guidelines for Care of Children in the Emergency Department
  - Criteria Checklist
1. Complete the DIF enclosed in the application packet and return it as directed.
  2. Schedule a meeting for your facility's Recognition Site Visit (you will be contacted after your DIF is submitted).
  3. Provide documentation requested by the Child Ready MT Team at the time of their visit to your facility i.e., Criteria Checklist. We will review the checklist with your team at the site visit.
  4. Review reports provided by the Child Ready MT Team after conclusion of visit, and provide any additionally requested documentation as directed.

If you have questions, please contact Robin Suzor, EMS for Children Program Manager at [rsuzor@mt.gov](mailto:rsuzor@mt.gov) or (406) 444-0901 or Kassie Runsabove at (406) 238-6216 or [Kassie.runsabove@sclhs.net](mailto:Kassie.runsabove@sclhs.net)



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### **Child Ready MT Team Visit Procedure**

Following receipt of Demographic Information Form, the hospital will be contacted to schedule a visit with the Child Ready MT Team.

The site visit will include an assessment of the Facility's Emergency Department, any other Pediatric Specific areas and a meeting with the following individuals (if applicable):

- A. The Hospital's Chief Administrative/Executive Officer or designee
- B. The EMS Medical Services including Medical Direction
- C. The Nursing Leadership
- D. Medical Providers

In preparation for the site visit, facility staff shall compile pertinent information to verify the checklist. Prepare short presentation regarding Facility's history, county demographics including children's census information if possible, etc.

Hospital personnel shall be prepared to lead the Child Ready MT Team on a physical tour of the Emergency Department and any associated areas. The Team may ask questions of staff to further verify the information provided in the checklist.

The Child Ready MT Team will be approved by the Montana EMSC/Child Ready MT Advisory Committee. All team members will be well versed in the responsibilities, expectations, process and assessment of facility recognition.

Upon request, the Team will sign a confidentiality agreement provided by the hospital concerning any HIPAA-related issues they may encounter during their site visit.

The Facility will sign a disclosure agreement for Pediatric Recognition Promotions including Pediatric Readiness.



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### **Post-Site Visit Procedure**

Following the site visit, the hospital shall receive the Child Ready MT Team Report. Those facilities meeting all criteria will receive a notice of formal recognition for their hospital's pediatric capabilities.

Facilities still needing to meet some of the guidelines will be provided with resources to assist in meeting the criteria for Pediatric Facility Recognition from the Montana EMS for Children/Child Ready MT Project.

Facilities submitting appropriate documentation to verify meeting the guidelines will receive a notice of formal recognition for their hospital's pediatric capabilities. Formal recognition could include a formal presentation to the Hospital Board and media opportunities.

The Montana EMS for Children program will add the facility to the list of facilities approved in the Pediatrics Facility Recognition Section of the Montana Division of Emergency Medical Services Systems website, and will provide notification to the Montana EMS community through appropriate means.

Facilities may opt out of the facility recognition process at any time by contacting the Montana EMS for Children program as indicated in the initial application packet.



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## **EMERGENCY DEPARTMENTS:**

### **PEDIATRIC PREPARED AND PEDIATRIC CAPABLE**

#### **Renewal**

Recognition in the Pediatric Facility Recognition Program shall be valid for a minimum of 3 years. The facility will agree to respond to requests from the Montana EMS for Children program for Facility Recognition during this period as necessary.

The re-verification process will begin approximately 6 months prior to the end of the certification period. The process will mirror the initial recognition process.

Withdrawal of recognition status may occur at any time, should a hospital choose voluntarily to withdraw. In this situation, the hospital shall notify the Montana EMS for Children program at least 60 days prior to withdrawal.

